



New Hampshire Housing and Conservation Planning Program

Office of Energy and Planning, 57 Regional Drive, Concord, NH 03301
Voice: 603-271-2155, Fax: 603-271-2615, TDD Access: Relay NH 1-800-735-2964
www.nh.gov/oep/programs/HCPP/

ADVISORY BOARD MEETING

Tuesday, August 28, 2007

Office of Energy and Planning

57 Regional Drive, Concord, NH

FINAL MINUTES

MEMBERS PRESENT

Senator Martha Fuller Clark, NH State Senate

Maura Adams, The Jordan Institute, appointed by The Jordan Institute

Richard Ball, Cirtronics Corporation, appointed by Business and Industry Association of NH

Dean Christon, NH Housing Finance Authority, appointed by NH Housing Finance Authority

Christopher Closs, C.W. Closs & Co., appointed by NH Main Street Program

Jeffrey D. Gilbert, W.J.P. Development, LLC, appointed by NH Preservation Alliance

Ellen Kambol, Windy Hill Associates, appointed by NH Community Loan Fund

Richard Minard, NH Audubon, appointed by NH Audubon

William Norton, Norton Asset Management, appointed by Land and Community Heritage Commission

Kenneth Ortmann, Rochester Dept. of Planning and Development, appointed by NH Municipal Association

David Preece, Southern NH Planning Commission, appointed by NH Regional Planning Commission

Executive Directors

Chris Stewart, Land Mark Planning & Development, appointed by Home Builders and Remodelers Association of NH

OTHERS PRESENT

Amy Ignatius, NH Office of Energy and Planning, appointed as program administrator

Jennifer Czysz, NH Office of Energy and Planning, appointed as program administrator

Michele Zydel, NH Office of Energy and Planning

I. ROLL CALL, INTRODUCTIONS, NOMINATIONS

The meeting was called to order at 9:40 AM at the NH Office of Energy and Planning, 57 Regional Drive, Concord, NH.

Advisory board members introduced themselves and provided some background of their involvement in either the creation of the Housing and Conservation Planning Program (HCPP) or their related interests. Following introductions, the process of nominating the advisory board chairman and vice chairman commenced. It was noted that the person chosen to serve in the role of chairman must be a member of the NH Legislature.

ACTION: MOVED by Mr. Minard, seconded by Mr. Christon, THAT Senator Martha Fuller Clark serve as the Advisory Board Chairman. The motion passed unanimously by a vote of 11-0.

Members then discussed the appropriate qualifications for a vice chair, deciding the person selected should provide balance for the board's leadership and possibly have participated in the Growth and Development Roundtable.

ACTION: MOVED by Senator Fuller Clark, seconded by Mr. Minard, THAT Representative Andy Peterson and Dean Christon serve as Advisory Board Vice Chairmen. The motion passed unanimously by a vote of 11-0. Representative Peterson's appointment is pending his formal acceptance.

Mr. Ortmann asked if a quorum was set by the legislation when creating the HCPP (Senate Bill 217, Chapter 348 of 2007), and if not, how should it be defined. Ms. Czynsz responded that it is not addressed in the statutes and recommended that it be set at 8, a majority, for this committee.

ACTION: Senator Fuller Clark called for a vote to set the quorum for this advisory board to be a majority, equaling 8. It was unanimously approved by a vote of 11-0.

II. INTRODUCTION TO THE HOUSING AND CONSERVATION PLANNING PROGRAM

Ms. Czynsz distributed a handout that introduced the program and its history, describing the grants to be offered, and why it was created. She explained that the program was developed by the Growth and Development Roundtable, a broad coalition of business, conservation, housing, municipal, and planning interests, convened in 2005 by the New Hampshire Charitable Foundation.

Following a brief discussion on the background of The Growth and Development Roundtable and their development of the HCPP, various reports and presentations were identified as resources for gathering information on the program's history. Senator Fuller Clark asked Ms. Czynsz to produce and distribute a list of websites where these resources could be accessed by the advisory board.

The board inquired whether OEP was going to prepare minutes for all meetings and how those would be distributed. Ms. Czynsz announced she will post future advisory board meeting dates, agendas, and minutes on the Office of Energy and Planning website where a page has been devoted to the HCPP.

Mr. Ball asked if there is a mechanism to ensure planning and zoning boards receive information about the HCPP and the goals it seeks to promote, suggesting that an educational program be developed. A number of members offered details of methods of education and communication that can be used to promote the HCPP drawing upon their current and past work. Mr. Ortmann stated that from a business perspective, there must be an ongoing effort to educate planning and zoning board members because of the high occurrence of turnover.

Senator Fuller Clark added that this outreach should be broadened to include elected officials and board chairmen. She asked Mr. Preece to compile a list of communities who are not members of

regional planning commissions to ensure that they are not under-targeted during education and outreach efforts.

Ms. Kambol suggested OEP and the board also compile a list of communities who do not have master plans or conservation commissions, as they too may be good candidates to provide increased outreach to.

Ms. Czysz stated she has been working with a sub-committee of the Growth and Development Roundtable. The group has prepared a "Creative Brief" to guide all outreach and a model newsletter article. She further stated that the Housing and Conservation Planning Program will be the theme of the October edition of the Local Government Center's *New Hampshire Town and City* publication.

III. ADVISORY BOARD DUTIES

Senator Fuller Clark opened the discussion by stating that the Advisory Board's first challenge is to work with OEP in developing a scoring mechanism. Additionally, Ms. Czysz read the board's roles and duties as established by statute. While the board felt that their statutory role to "review and comment on proposed rules and scoring criteria" was limited, their involvement would not cease once the rules were adopted but instead would require regular assessment and monitoring to ensure that the rules were generating the desired grant application results. Additionally, all board members agreed that this statutory role is a perfect match to their immediate tasks at hand.

A number of agencies that award grants were identified as possible models for the advisory board's roles and responsibilities. The conversation regarding other grant programs and their advisory boards led to the inquiry as to what other programs exist in New Hampshire and how they may supplement or be similar to HCPP. Ms. Czysz stated that when compared to other grant programs, which predominantly have specific targeted purposes, the HCPP is a more comprehensive program. To this end, she reiterated the importance of the advisory board and its collective expertise to develop a scoring system tailored to the programs' multi-faceted goals.

IV. ADMINISTRATIVE RULES

Mr. Christon asked if there is an administrative rules timeline. Ms. Czysz distributed both a flow chart depicting the administrative rules-making process with required timing along with a proposed calendar of work to prepare the HCPP rules. After reviewing the timetable for rule submission and adoption, it was agreed that it would be difficult to offer two grants within this first fiscal year and to do so would cause the submission deadlines to be fairly close. The alternative suggestion was to offer one grant award cycle this fiscal year which ends on June 30, 2008 and then the following year begin the standard offering of grants in December and June of each fiscal year. Senator Fuller Clark reminded board members that funds will not be lost if not expended during fiscal year 2008, but instead the program has until June 30, 2009 to distribute the full \$400,000 in grants.

Members of the advisory board decided to continue the discussion of administrative rules at the next board meeting. Mr. Christon submitted a first set of comments from the NH Housing Finance Authority (NHHFA) on the initial draft rules distributed by Ms. Czysz on August 21, 2007 by email. Ms. Czysz noted that the community grant match requirements were missing from the draft rules. The board members asked Ms. Czysz to distribute a revised draft of rules, by email, that

incorporate the NHHFA comments and match requirements and they would submit their comments/revisions to Ms. Czysz by Noon on September 4, 2007. In turn, Ms. Czysz will compile all suggestions and redistribute the draft in time for the next board meeting.

Based on the proposed work schedule for the administrative rules, the board decided to tentatively schedule the required public hearing for November 13, 2007 at 7:00PM. Mr. Minard offered to hold the hearing at an Audubon location that offers seating capacity for up to 200.

V. MEETING AND WORK SCHEDULE

The board members decided upon the following meeting schedule:

September 10, 2007: 9:30AM to 11:30 AM – administrative rules working session

September 14, 2007: 1:00 PM to 3:00PM – administrative rules working session

October 29, 2007: 9:30 AM to 11:30 AM - preparations for administrative rules public hearing

November 13, 2007: 7:00 PM – tentative public hearing date

All meetings will be held at the Office of Energy and Planning, 57 Regional Drive, Concord, NH, unless otherwise noticed.

VI. ADJOURNMENT

The meeting adjourned at 12:00 PM.

Respectfully Submitted,



Jennifer Czysz, Senior Planner
Office of Energy and Planning

JC/mkz